

Manpower & Force Management Planning Board Meeting Focus on Interns



CP26 DA INTERN PROGRAM

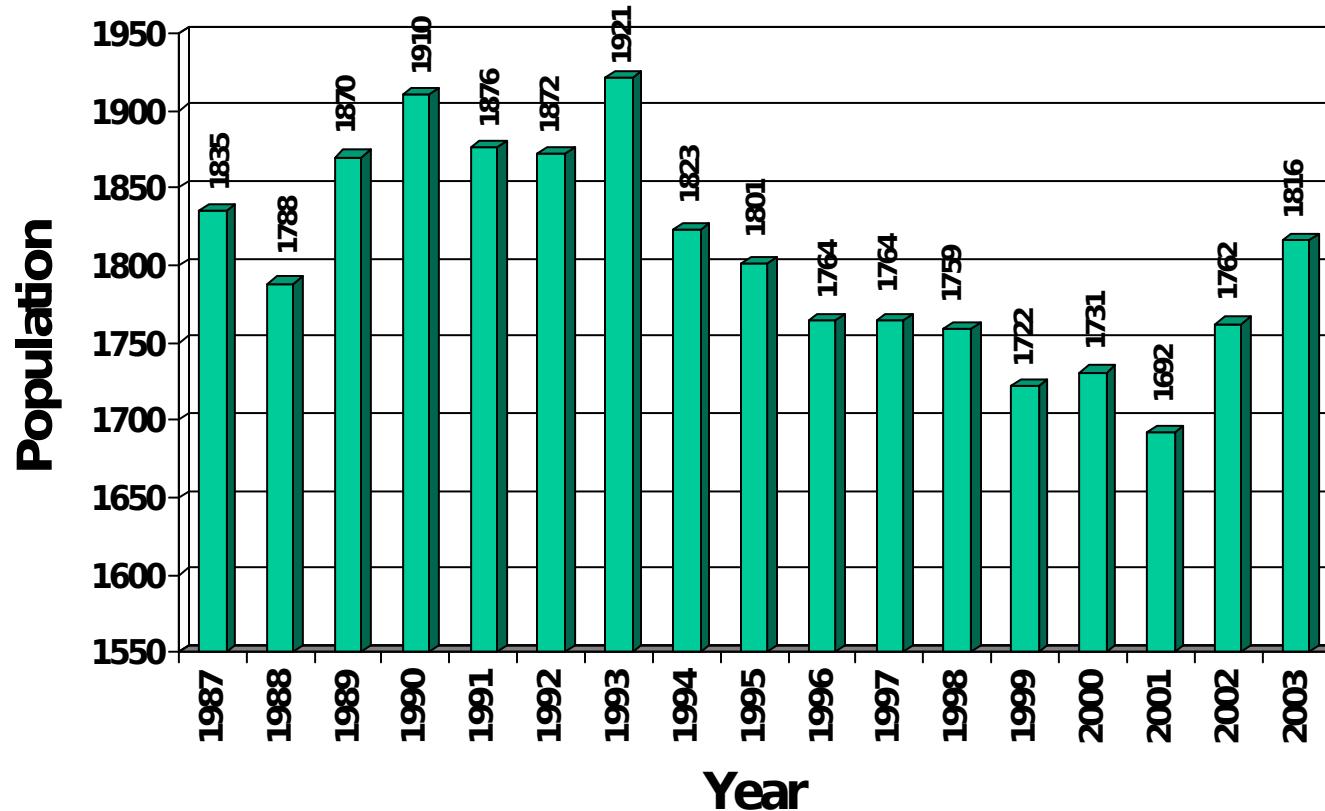
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**Manpower Policy, Plans and Programs Division
Office of the Deputy Chief of Staff for Personnel (G-1)
HQDA Pentagon
19 February 2004**



Career Program 26

Population



As of January 2004

Source: Army Civilian Annual FY Review (1987-1995)

ACPERS (1996-2003)



CP 26 Central Intern Recruitment

- **Central Selection of Interns**

- Entry-level Personnel with Structured Training Plan and Non-Competitive Promotions to Journeyman Positions
- Centralized Selection
- Forty-one Interns Hired Recently -- 800 Applicants

FY03/04 Intern

Requirements

COMMAND	DUTY STATION	#REQ	REMARKS
AMC	Ft. S. MACON, GA	2	added 8/29/03
AMC	CORPUS CHRISTI, TX	2	added 9/11/03
AMC	LESTERKENNY	1	added 9/11/03
AMC	REDSTONE ARSENAL, AL	1	
AMC	HERLONG, CA	1	
AMC	ROCK ISLAND ARSENAL	1	
AMC	FT MONMOUTH, NJ	1	
AMC	MCALESTER, OK	1	
ATEC	FT HOOD, TX	1	
FORSCOM	FT STEWART, GA	1	
FORSCOM	FT MCPERSON, GA	1	
HQDA (DCS, G-1)	PENTAGON	1	
HQDA (DCS, G-3)	PENTAGON	1	
MEDCOM	FT GORDON	1	
MTMC	ALEXANDRIA, VA	0	w/d by MTMC 8/3/03
NETCOM	FT. HUACHUCA, AZ	2	
NETCOM	MANNHEIM, GERMANY	1	
OCAR	ARLINGTON, VA	2	
TRADOC	FT. MONROE, VA	4	
USACE	SAN FRANCISCO, CA	2	
USACE	LOS ANGELES, CA	1	
USACE	NEW ORLEANS, LA	1	
USACE	WASHINGTON, DC	1	
USAFCOM	FT. LEAVENWORTH, KS	3	
USAFCOM	FT. LEE, VA	2	
USAFCOM	FT. BELVOIR, VA	5	
USAMMA	FT. BELVOIR, VA	1	
USAREUR	HEIDELBURG, GERMANY	1	
USARPAC	FT SHAFTER	1	
USARPAC	CAMP ZAMA	1	
USASOC	FT BRAGG, NC	1	
	TOTAL	45	



MANPOWER - FORCE MANAGEMENT

CAREER PROGRAM 26



June 2000 Selections

27 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referered from considered	Percentage of selected from referred
OS	46	46	12	11	100%	26%
VRA	36	36	3	1	100%	8%
I	124	83	17	11	67%	20%
Total	206	165	32	23	80%	19%

June 2001 Selections

26 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referered from considered	Percentage of selected from referred
OS	56	53	8	8	95%	15%
VRA	32	27	9	9	84%	33%
I	107	82	5	5	77%	6%
Total	195	162	22	22	83%	14%

February 2001 Selections

15 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referered from considered	Percentage of selected from referred
OS	52	52	32	7	100%	62%
VRA	22	22	3	2	100%	14%
I	60	18	8	3	30%	44%
Total	134	92	43	12	69%	47%

29 July 2003 – 1 Aug 2003 Selections

41 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referered from considered	Percentage of selected from referred
OS	91	31	9	9	34%	29%
I	209	57	15	15	27%	26%
VRA	62	11	2	2	18%	18%
ACWA	395	74	15	15	19%	20%
Total	757	173	41	41	23%	24%

OS = Outstanding Scholar

VRA = Veteran's Readjustment Appointment

I = Internal Merit Program

ACWA = Administrative Careers with America



Sources of Information

- AR 690-950, Career Management
- Army Civilian Personnel Website (www.cpol.army.mil)
- CP26 Website (www.cp26.army.mil)
- Manpower and Force Management Career Program (CP26) Reference Guide for Interns and Supervisors
- Supervisor
- Chain of Command
- Subject Matter Experts

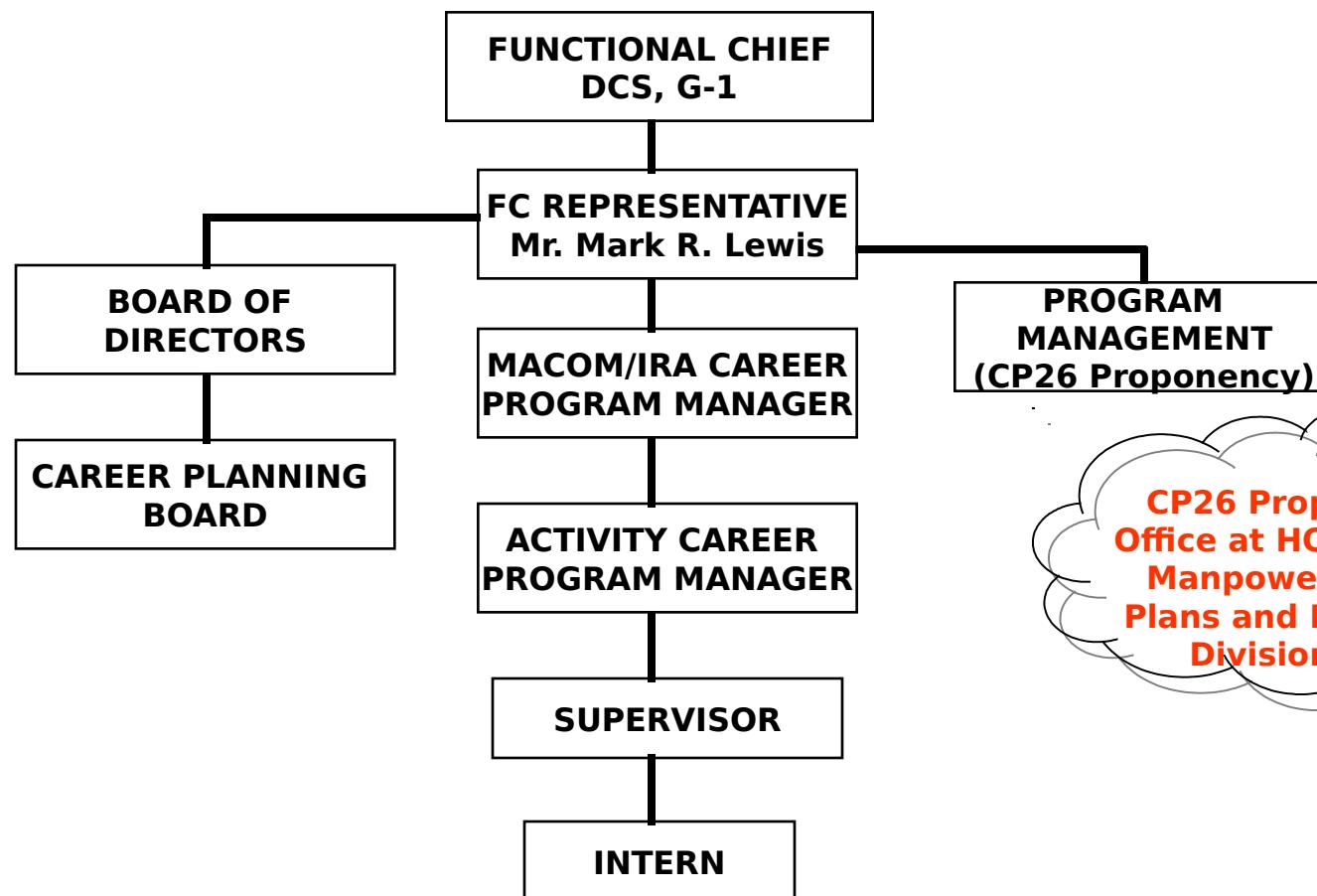


KEY PARTICIPANTS

- Intern
- Supervisor/Rotational Supervisor
- Activity Career Program Manager (ACPM)
- MACOM Career Program Manager (MCPM)
- MACOM Intern Coordinator/Training Officer
- CP26 Proponency Office
- Functional Chief Representative (FCR)
- Functional Chief (FC)



INTERN CHAIN OF COMMAND





CP26 INTERN HANDBOOK

**Manpower and Force Management Career
Program (CP26) Reference Guide**

for

Interns and Supervisors

2 May 2003



CP26 INTERN HANDBOOK

MOBILITY AGREEMENT



CP26 INTERN HANDBOOK

SUPERVISOR RESPONSIBILITIES

**ROTATIONAL SUPERVISOR
RESPONSIBILITIES**



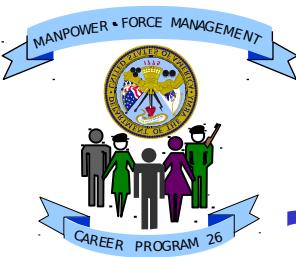
SUPERVISORS

- ★ Explain how each learning objective relates to CP26 mission.
- ★ Establish office expectations and conditions for evaluating performance and achieving developmental objectives.
- ★ Provide regular feedback and guidance.
- ★ Assist in developing the Individual Development Plan (IDP); monitor execution.
- ★ Evaluate intern performance and complete performance plan.
- ★ Initiate all appropriate personnel actions in a timely manner.
- ★ Assist with administrative issues (e.g travel, pay, benefits).



ROTATIONAL SUPERVISORS

- ☆ **Communicate learning objectives to intern at start of assignment.**
- ☆ **Assign appropriate work during rotational assignment.**
- ☆ **Develop rotational assignment objectives to be accomplished during rotational assignment.**
- ☆ **Evaluate intern performance during rotation.**
- ☆ **Provide written performance feedback to the intern's supervisor.**
- ☆ **Nominate and ensure interns attend formal training.**



CP26 INTERN HANDBOOK

INTERN RESPONSIBILITIES



INTERNS

- ★ **Understand how each learning objective relates to the CP26 mission.**
- ★ **Actively participate in developing the Individual Development Plan (IDP).**
- ★ **Understand the purpose of each training assignment.**
- ★ **Achieve all training objectives established in the IDP and be able to demonstrate proficiency.**
- ★ **Satisfactorily complete all formal training and rotational assignments.**
- ★ **Maintain satisfactory semi-annual performance.**
- ★ **Take initiative in obtaining training.**
- ★ **Inform supervisor, in a timely manner, of all scheduled developmental training activities.**
- ★ **Maintain knowledge of the Intern Program and Career**



CP26 INTERN HANDBOOK

TRAINING



CP26 INTERN HANDBOOK

TRAINING

★ INDIVIDUAL DEVELOPMENT PLAN (IDP)

Training Priorities

Rotational Assignments

Format

Approvals

★ MANDATORY COURSES:

Intern Leadership Development Course

Action Officer Development Course

(available online)

Manpower and Force Management Course



CP26 Resources

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DCS, G-1***

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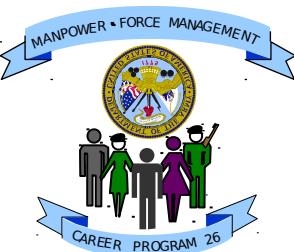
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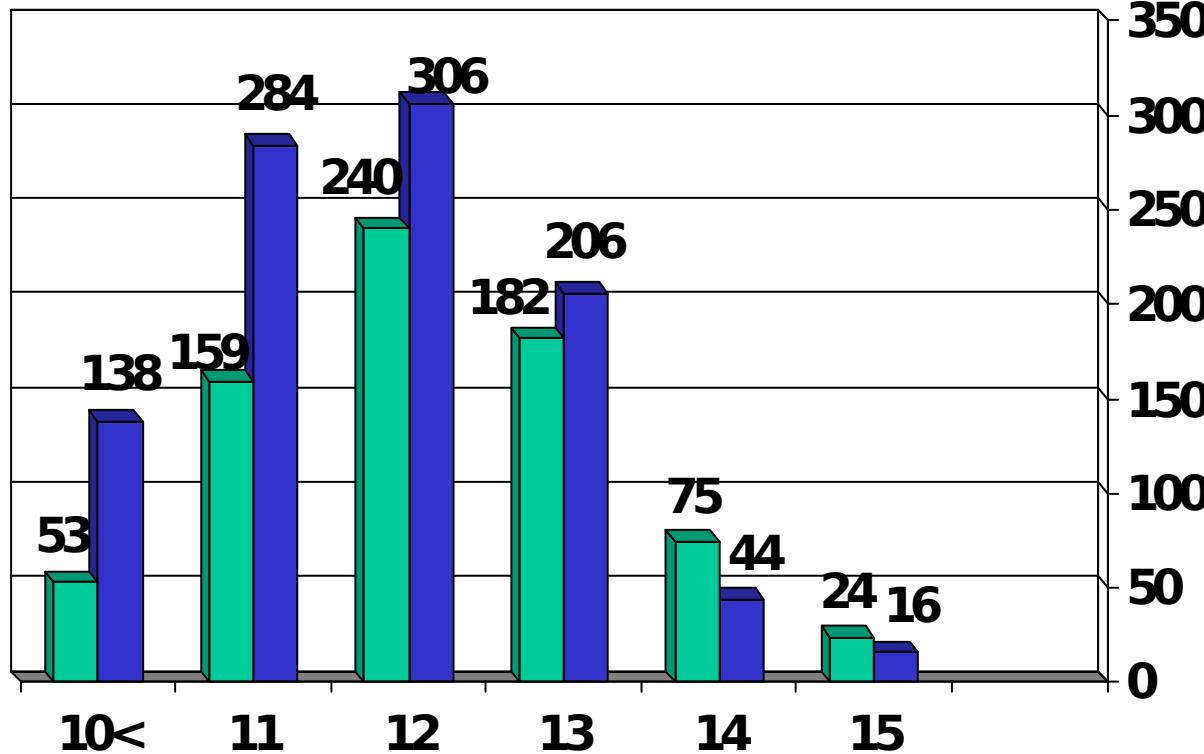
CP26 Mailbox

Website: www.cp26.army.mil



Career Program 26

Population



Source: ACPERS Aug 2003

Personnel
Demos
Males 31
Females 55

Male
Female

Males 764
Female 1,049
Total 1,813



DISCUSSION

QUESTIONS/ANSWERS/COMMENTS



REMEMBER

It's Your Career:

DON'T BE JUST A "DOER"....

BE AN "ACHIEVER"